

# Governor's Office (only) Facts – FY '13

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## General Information

Address: State Capitol Building  
Des Moines, IA 50319

## Workforce Data (unless otherwise noted, information provided is at the end of FY '13)

|              |             |                    |                                 |
|--------------|-------------|--------------------|---------------------------------|
| # FT EEs: 26 | # PT EEs: 0 | # Temporary EEs: 0 | Average Length of Service: 4.20 |
|--------------|-------------|--------------------|---------------------------------|

|                        |  |
|------------------------|--|
| Span of Control: 25.00 | Total Unemployment Insurance Claims: 1 |
|------------------------|--|

| Employee Age Groups         |    |       |   | Supervisor Age Groups         |   |       |   | Females                         |        | Males                           |        |
|-----------------------------|----|-------|---|-------------------------------|---|-------|---|---------------------------------|--------|---------------------------------|--------|
| <25                         | 1  | 45-54 | 2 | <25                           | 0 | 45-54 | 1 | # of Females:                   | 14     | # of Males:                     | 12     |
| 25-34                       | 15 | 55-64 | 2 | 25-34                         | 0 | 55-64 | 0 | % of WF:                        | 53.85% | % of WF:                        | 46.15% |
| 35-44                       | 3  | 65+   | 3 | 35-44                         | 0 | 65+   | 0 | Average Age:                    | 39.08  | Average Age:                    | 38.72  |
| Employee Average Age: 38.91 |    |       |   | Supervisor Average Age: 50.56 |   |       |   | Average Length of Service: 2.00 |        | Average Length of Service: 2.10 |        |

| Minorities                 |       | Non-minorities             |        | Breakout of Minorities  |   | Did Not Respond            |       |
|----------------------------|-------|----------------------------|--------|-------------------------|---|----------------------------|-------|
| # of Minorities:           | 2     | # of Non-minorities:       | 23     | # African-American:     | 1 | # of "did not respond":    | 1     |
| % of Workforce:            | 7.69% | % of Workforce:            | 88.46% | # Asian/Pacific Island: | 1 | % of Workforce:            | 3.85% |
| Average Age:               | 55.47 | Average Age:               | 37.83  | # Am. Indian/Alaskan:   | 0 | Average Age:               | 30.63 |
| Average Length of Service: | 2.43  | Average Length of Service: | 1.99   | # Hispanic or Latino:   | 0 | Average Length of Service: | 2.43  |

| Persons With Disabilities       |     | Persons With No Disabilities       |        | Did Not Respond            |       |
|---------------------------------|-----|------------------------------------|--------|----------------------------|-------|
| # of Persons With Disabilities: | 0   | # of Persons With No Disabilities: | 24     | # of "did not respond":    | 2     |
| % of Workforce:                 | 0%  | % of Workforce:                    | 92.31% | % of Workforce:            | 7.69% |
| Average Age:                    | N/A | Average Age:                       | 38.27  | Average Age:               | 46.69 |
| Average Length of Service:      | N/A | Average Length of Service:         | 2.01   | Average Length of Service: | 2.43  |

|  |  |                                    |  |
|--|--|------------------------------------|--|
| Officials/Administrators<br>EEO Category 1: 13 | Professionals<br>EEO Category 2: 9           | Technicians<br>EEO Category 3: 0   | Protective Service: Sworn<br>EEO Category 4: 0 |
| Protect. Serv.: Non-Sworn<br>EEO Category 5: 0 | Administrative Services<br>EEO Category 6: 0 | Skilled Craft<br>EEO Category 7: 0 | Service/Maintenance<br>EEO Category 8: 2       |

|                       |                     |                    |                   |
|-----------------------|---------------------|--------------------|-------------------|
| Separation Rate: N/A% | Hire Rate: N/A%     | Number Hires: 5    | Transfer In: N/A  |
| Retirements: 0        | All Terminations: 0 | Voluntary Quits: 3 | Transfer Out: N/A |

|                            |  |
|----------------------------|--|
| # of Classes Used: 13      | Most Populous Classes: Administrative Assistant 1 (6), Governor's Admin Asst 2 (4), Governor's Admin Asst 3 (3)      |
| Separations - By Class:    | Administrative Assistant 1 (1), Governor's Administrative Assistant 2 (1), Governor's Administrative Assistant 4 (1) |
| # Eligible for Retirement: | 4 in the next 5 years      % Eligible: 15.38%  |

## Leave and Benefits (unless otherwise noted, information provided is at the end of FY '13)

|  |  |                                       |   |   |
|--|--|---------------------------------------|---|---|
| Vacation Payouts:<br>\$2,205.84              | Sick Leave Payouts:<br>\$0                   | Annual Payroll:<br>\$1,639,675.01     | Avg. Base Salary:<br>\$65,744.89  | Overtime Days Worked:<br>0              |
| Overtime Cost:<br>\$0                        | Reassignment Pay:<br>\$0                     | Recruitment Bonus Pay:<br>\$0         | Retention Pay:<br>\$0   | Exceptional Job Performance Pay:<br>\$0 |
| Vacation Pay - Earned<br>Value: \$69,146.70  | Vacation Days Earned:<br>304.5               | Vacation Used Expense:<br>\$54,061.42 | Vacation Days Taken:<br>224.2   |   |
| Sick Leave Days Earned:<br>406.1             | Reg. Sick Leave Used Expense:<br>\$21,233.43 | Reg. Sick Leave Days Used:<br>96.2    | Converted Sick Leave To Vacation Days Used:<br>51.0   |   |
| Sick Leave -Earned<br>Value:<br>\$96,546.59  |  | Avg. Sick Leave Days Per EE:<br>3.70  | Converted Sick Leave To Vacation Used<br>Expense:<br>\$14,975.16  |   |
| Workers' Comp Leave<br>Used Expense:<br>\$0  | Workers' Comp Leave<br>Days Used:<br>0       | Classification Appeals:<br>N/A        | <b>Reclassifications</b><br>Up (Filled): 0<br>Up (Vacant): 0<br>Down (Filled): 0<br>Down (Vacant): 0<br>Lateral (Filled): 0<br>Lateral (Vacant): 0<br>Approx. Annual New Cost of<br>Reclassified Positions:*<br>\$0 |   |
| Funeral Leave Used<br>Expense:<br>\$1,940.68 | Funeral Days Used:<br>8.1                    | Extraordinary Pay:<br>\$0             | <b>Grievances</b><br>Contract Grievances: N/A<br>Disciplinary: N/A<br>Language: N/A<br>Non-Contract Grievances: N/A<br>Disciplinary: N/A<br>Language: N/A<br>Arbitrations: N/A                                      |   |
| Jury Leave Used<br>Expense:<br>\$0           | Jury Leave Days Used:<br>0                   | Special Duty Pay:<br>\$0              |   |   |

\* based on difference between average of old and new pay grade FY '13. Vacancies and laterals were not calculated into the "cost."

Sources: Data Warehouse Queries; "Just the Facts for FY13" Almanac; Department of Management; DAS-HRE Labor Relations Team.

Date of Completion: December 3, 2013